



**Employment Development Agency &  
PEI Government Seasonal Jobs Registry  
Student Employment Application**

Complete online or downloaded as a PDF file at [www.gov.pe.ca/jobs](http://www.gov.pe.ca/jobs)

Office Use			
File#			

Personal information on this form is collected under section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for the administration of the PEI Employment Development Agency's programs and will be used for determining program eligibility and maintaining program data for statistical purposes. If you have any questions about this collection of personal information, you may contact the PEI Employment Development Agency, 548 Main Street, PO Box 1180, Montague, PE, C0A 1R0, Telephone (902) 838-0910.

**Employment Interests:**

Preferred program(s), type of work or career goal(s): \_\_\_\_\_

What areas in the Province are you willing to work? **Are you a resident of PEI?** Yes  No   
 (Island students attending off-Island schools, respond, Yes)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

What employment program(s) are you interested? (Check (✓) all that apply.)

- PEI employment creation programs  
i.e. Jobs for Youth Program
- Seasonal employment with PEI Government Departments  
i.e. Transportation & Infrastructure Renewal, Tourism & Culture

**Personal Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Civic Address \_\_\_\_\_ Rural Route/PO Box \_\_\_\_\_ Postal Code \_\_\_\_\_

Community Name \_\_\_\_\_ Province \_\_\_\_\_ Telephone ( ) - \_\_\_\_\_ Telephone (other) ( ) - \_\_\_\_\_

Email Address \_\_\_\_\_

The PEI Human Rights Commission has approved these questions for statistical use and to determine eligibility for targeted employment programs.  
 Gender:  Male  Female Date of Birth: Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Your voluntary response to the following questions will assist us in determining our diversity and equity goals. **Are you:**  An Aboriginal person?

A person with a disability? Please specify: \_\_\_\_\_  A member of a Visible Minority? Please specify: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Address \_\_\_\_\_ Telephone ( ) - \_\_\_\_\_

**Education:**

Are you currently enrolled in full time studies?  Yes  No

Will you be returning to school full time in the current year?  Yes  No  Undecided - State reason? \_\_\_\_\_

Highest education currently enrolled and completed by Summer?  School  College  University -  BA  MA  PHD  Diploma

School/G.E.D.- Grade: \_\_\_\_\_ College - Academic Year: \_\_\_\_\_ College Program: \_\_\_\_\_

University - Academic Year: \_\_\_\_\_ Faculty: \_\_\_\_\_ Major(s): \_\_\_\_\_

**Skills/Work Experience/Volunteer Work:**

Beginning with your most recent employment, list employer, type of work and dates worked. (You may attach your resume.)

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Languages Spoken:  English  French  Other - Specify: \_\_\_\_\_ Typing: w.p.m. \_\_\_\_\_

**Clerical and Computer Skills: (Check (✓) all that apply.)**

- Computer Programmer  Data Entry  Internet/Email  Web Design  Bookkeeping
- Computer Technician  Word Processing  Spreadsheet  Admin Support  Clerk/Cashier

**Licensing, Trades and Course Certificates: (Check (✓) all that apply.)**

Valid Driver's License?  Yes  No Class? \_\_\_\_\_ Vehicle Access? -  Car  Truck/Van  Motorcycle

Heavy Equipment Operator?  Yes  No Class? \_\_\_\_\_  First Aid  WHMIS  Pesticides  Chainsaw

Trade Certificate(s)? \_\_\_\_\_  Lifeguard  CPR  Security  Flagging

**Other Related Skills: (Check (✓) all that apply.)**

- Health/Seniors Support Worker  Forestry Worker  Trail Maintenance  Highway Maintenance  Super Host Program
- Responsible Beverage Server  Environmental Support  Golf Course Worker  Janitorial Worker  Tourism Support

**Declaration:**

I certify that the foregoing statements made by me are true in substance. I authorize the PEI Employment Development Agency and the PEI Department of Fisheries, Aquaculture and Rural Development to verify the above information, to obtain or release information pertaining to my suitability for employment and/or to obtain or release confidential information on employment insurance eligibility to be used only for the purpose of providing employment opportunities.

Date \_\_\_\_\_ Signature \_\_\_\_\_

# Employment Development Agency & PEI Government Seasonal Jobs Registry

## Student Employment Application

### Background

The Registry is the Provincial Government's employment registration service for students who are seeking work with PEI Government departments, non-profit organizations, and Island businesses. A student is defined as an individual who is currently in full-time attendance at a recognized educational institution and intends to return full-time to a recognized educational institution in the Fall.

### Who Should Register?

Students who are seeking seasonal employment with: PEI Government departments; Provincial student employment programs that provide financial incentives to non-profit community organizations and Island businesses.

### What Information Will I Need to Provide?

Basic information such as; name, address, telephone number and date of birth are required. Also, requested is a brief list of your work experience, education and special skills such as; typing, driver's license, computer knowledge and so on. If you have a resume, it can be attached to your application. Date of birth and gender is requested for statistical purposes and to determine eligibility for targeted employment programs funded by the Employment Development Agency.

### What Happens to My Application After It Is Submitted?

The applicant's information is prepared for entry into a computer database and remains active until September 1<sup>st</sup> next.

When a job vacancy occurs the employer makes a referral request which outlines the minimum skill requirements such as education, previous work experience, need for driver's license, etc. This information is matched with those records held in the computer database. A list of eligible persons matching the job criteria is forwarded to the employer for consideration. Several referral lists may be necessary before any job interviews are held.

### What Kind of Jobs Will I Be Considered For?

There are many short-term student positions funded by Provincial Government. Students are placed with Provincial departments, with businesses and non-profit organizations. Whenever a referral request is received, all registered applicants are screened for the job requirements; however, only those that meet the employer's selection criteria are considered for an interview.

### When Will I Hear the Results of My Application?

There is neither an application deadline nor a deadline for responding to applicants; however, the bulk of the job placements occur between May and September. If your name appears on a referral list, it is at the discretion of the employer to contact you and arrange for an interview.

### How Do I Register?

Complete the employment application on the reverse side and forward it to any of the following locations:

#### Employment Development Agency Jobs Registry

Employment Development Agency,  
c/o Fisheries, Aquaculture and Rural Development,  
548 Main Street, PO Box 1180, Montague, PEI C0A 1R0  
Tel: (902) 838-0910 Toll-free: 1-877-407-0187 Fax: (902) 838-0975

#### Seasonal Hiring Office

Fisheries, Aquaculture and Rural Development,  
5<sup>th</sup> Floor, Jones Building, 11 Kent Street,  
PO Box 2000, Charlottetown, PEI C1A 7N8  
Tel: (902) 620-3676 Toll-free: 1-877-989-5627 Fax: (902) 368-4857

#### Access PEI - Summerside

PO Box 2063, 120 Harbour Drive,  
Summerside, PEI C1N 5L2  
Tel: (902) 888-8000 Fax: (902) 432-2634

#### Access PEI - Wellington

PO Box 58, 48 Mill Road,  
Wellington, PEI COB 2E0  
Tel: (902) 854-7250 Fax: (902) 854-7255

#### Access PEI - O'Leary

PO Box 8, East Drive,  
O'Leary, PEI COB 1V0  
Tel: (902) 859-8800 Fax: (902) 859-8709

#### Access PEI - Alberton

PO Box 39, 116 Dufferin Street,  
Alberton, PEI COB 1B0  
Tel: (902) 853-8622 Fax: (902) 853-8625

#### Access PEI - Tignish

PO Box 450, 103 School Street,  
Tignish, PEI COB 2B0  
Tel: (902) 882-7351 Fax: (902) 882-7362

#### Access PEI - Charlottetown

PO BOX 2000, 33 Riverside Drive,  
Charlottetown, PEI C1A 7N8  
Tel: (902) 368-5200 Fax: (902) 569-7560

#### Access PEI - Souris

PO Box 550, 15 Green Street,  
Souris, PEI COB 2B0  
Tel: (902) 687-7000 Fax: (902) 687-7091

#### Access PEI - Montague

PO Box 1500, 41 Wood Islands Hill,  
Montague, PEI COA 1R0  
Tel: (902) 838-0600 Fax: (902) 838-0610